ADMINISTRATIVE SERVICES TRAINING GUIDE - SUPERVISOR

Classification by Category Every employee fits in one of the three categories of Technical Staff, Program Staff or Manager. In addition, some employees will also fall into Supervisor and/or Administrative Officer. Use the alphabetical listing to find your classification under one of the three Categories, then refer to the appropriate chart to find training for your category by function. If you are also a supervisor and/or administrative officer, then you will also use those charts.

Individual Professional Training This chart helps identify training opportunities that may improve or enhance the knowledge, skills and abilities of employees performing administrative functions. The charts for each of the three categories of Technical Staff, Program Staff and Manager are divided into the functions of All Employees, Fiscal, Asset, Personnel and Information Technology. Refer to All Employees then to any function(s) that most closely relate(s) to your duties. For further assistance, see the Definitions. Some employees may fall into more than one function.   Supervisors and administrative officers are on separate charts.

INDIGENOUS

INDIVIDUAL PROFESSIONAL TRAINING - SUPERVISOR							
Course			**Participant Time Frames**			**Prerequisites**	**Notes**
Title	**Hours**	**Location**	**When**	**Requirement**	**Frequency**		

JOB REQUIRED

Job Required All Employees

EEO for Supervisor or Manager	8	Academy, Unit	8 hrs during initial year of employment	CDF Policy Mandated	annually thereafter by Legal Counsel	None	(*)
Administering and Enforcing Employee Safety Program	8	CDF/DPO	Within 1st year	Mandated (Other)	Once	None	
Employee Assistance Program (EAP) for Supervisors	24	CDF/DPO/ Vendor/DPA	Within 1st year of appointment	CDF Policy	Once	None	

R
E
V

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		
Leadership Fundamentals	40	Region	As Selected	CDF Policy	Once	None	
Leadership Development	35	Academy/ STC #409A	Within 1 year of appointment	Mandated	Once	None	
Management Development	35	Academy/ STC #409B	Within 1 year of appointment	Mandated	Once	Leadership Development	

JOB ENHANCEMENT

All Employees

Interviewing Techniques for Employee Selection	8	STC #225	As Selected	Recommended	Once	None	
MOUs	4	CDF/LBO	As Selected	Recommended	Once	None	
Planning and Appraising Employee Performance	16	STC #230	As Selected	Recommended	Once	None	
Problem Solving and Decision Making	32	STC #338	As Selected	Recommended	Once	None	
Progressive Discipline	8	Academy	As Selected	Recommended	Once	None	
The State Discipline Process	16	STC #240	As Selected	Recommended	Once	None	
Time Reporting	32	Academy	As Selected	Recommended	Once	None	
Travel Expense Claims	6	Academy	As Selected	Recommended	Once	None	

NOTES: (*)   = New Department policy